

CORRECTED COPY

OFFICE OF THE ADJUTANT GENERAL
MARYLAND NATIONAL GUARD
29TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6111 OR DSN: 496-6111

POSITION VACANCY ANNOUNCEMENT 05-115a OPEN DATE: 11 August 2005 CLOSE DATE: 8 November 2005

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: ADMINISTRATIVE SUPPORT TECHNICIAN

HIGHEST GRADE AUTH: MAXIMUM UMD GRADE / MSgt/E7

ORGANIZATION AND LOCATION: 175th WING, MDANG, Warfield ANGB, Middle River, Maryland 21220

SEQUENCE: #12411

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: CURRENT AGR MEMBERS AND TRADITIONAL MEMBERS OF THE MARYLAND AIR NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR
2. Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
3. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
4. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Weight Management Program is ineligible for entry into AGR status.
5. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.

BRIEF OF DUTIES AND RESPONSIBILITIES

BRIEF OF DUTIES: Serves as the focal point, local authority and expert source for information for all administrative functions of the unit. These functions include correspondence and messages; records documentation management; printing and duplication; publication and forms management; reference library; special orders; receipt, storage and control of classified documents; on the job training programs for both technicians and unit military personnel; and Personnel Concepts III (PCIII) program. The PCIII work includes security clearances, personnel data control, force management, officer performance reports, training requirements, awards and decorations; inspecting administrative files, publications and procedures in other functional areas; managing the preparation, publication, distribution and tracking of civilian and military travel orders; annual training, special training, and other orders, to include special authorizations and reconciles the orders process with the workday accounting program to ensure validation of orders requirements; performing and directing the preparation, distribution and accounting of all schedules, directives, maintenance orders, procedures, passports and summaries; and monitoring a correspondence and reports suspense system. Develops procedures that affect administrative management and program development within the unit. Identifies and researches a wide variety of administrative problems to determine the best solution when there is not one absolutely correct or appropriate solution and recommends course of action to be followed. The wide variety of work performed by the incumbent is subject to different sets of rules and regulations. The incumbent exercises judgment in selecting or adapting guidelines to difficult situations where existing guidelines do not apply directly to the problem at hand. Recommendations require evaluative judgment, relate to a full variety of administrative functions impacting the organization and have a substantial impact on program direction. Exercises skill in recognizing the dimensions of the problems and in expressing ideas in writing. --As Work Group Administrator provides technical support and troubleshooting for daily network operations including identifying issues and resolving problems, and documenting the problem history and solution. Records trends and problems for resolution by the incumbent or other network specialist. Explains complex network concepts to non-technical personnel in non-technical language. Installs and configures application software to run on stand-alone computers or networked systems for networked "commercial off the shelf" (COTS) software, government owned systems, and 80284000 client/server networked operation systems (data set/file maintenance, established end-user client software). Maintains automated configuration control files and registers software to the installation. Installs and maintains microcomputers, attached printers and peripheral equipment whether attached to microcomputers, workstations, minicomputers or local and wide area networks. Performs maintenance, trouble shooting, installation, operation, and testing of microcomputer based systems. Gives briefings to new personnel on computer operations and performs demonstrations as required. Works with the end user to explain characteristics of appropriate office automation tools and provides guidance in their application. Brings problems that cannot be resolved at the incumbents level to the attention of a specialist.

AFSC

AFSC: 3A0X1. Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program, and the AFSC Specialty Qualifications defined in AFMAN 36-2108, Enlisted Classification. Enlisted members may be selected without an awarded 3-level in a compatible duty AFSC but **must agree in writing to attend the first available 3-level formal technical training course and continue to make satisfactory progress in retraining.** Refer to ANGI 36-101, Chapter 3, Para 3.7. for more specific information regarding this requirement. Applicants must possess qualifying ASVAB/AFQT scores for the AFSC as specified in AFMAN 36-2108, Attachment 39.

SPECIAL INFORMATION

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 6 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. Relocation expenses will be considered.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS

1. NGB Form 34-1, Signed, dated and annotated job number and profile verification statement with Military Personnel Records Review RIP Attached
2. Medical Certification for Temporary AGR Personnel
3. **INITIAL ENTRY ONLY:**
All DD Form 214's
4. Forward application and attachments to: Office of The Adjutant General
ATTN: MDARNG-HRO-AGR
MSG Marie Plummer
Fifth Regiment Armory
Baltimore, MD 21201-2288
5. Application screening will be made without regard to race, religion, color, gender, or national origin.
6. Applicants are subject to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
7. Selection criteria is based on military education, experience in career management field, source of AFSC, civilian education and experience related to the position.

NOTE: Include the Job Number and Job Title on your application. Applications received after the closing date will be returned. Applications submitted without ALL of the above documentation WILL BE RETURNED to the applicant.

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME _____ ANNOUNCEMENT # _____

A. WEIGHT/BODY FAT VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH ANGI 10-248

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: _____ Admin: _____ Gen: _____ Elect: _____

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P:___ U:___ L:___ H:___ E:___ S:___ X Factor ___ Dated _____

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

**ATTACH TO NGB FORM 34-1
APPLICATION FOR ACTIVE GUARD/RESERVE (AGR)
POSITION**

